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Proposal Summary

The DWI Resource Center has over two decades of experience in DWI court monitoring in New Mexico, and has worked closely with both State and criminal justice officials at all levels to improve enforcement of sanctions, raise awareness of judicial standards and facilitate dissemination of criminal justice information and statistics to the general public. Over the years the Center has worked closely with local, state, and county officials in each of the target counties. As such, the Center is uniquely positioned to provide NMDOT with DWI court monitoring services which will provide detailed insight into New Mexico's criminal justice system at it relates to current DWI laws and practices.

The New Mexico Department of Transportation through RFP 16-29 has requested proposals to provide a comprehensive DWI court observation and monitoring program of courts in Bernalillo, Dona Ana, McKinley, Rio Arriba, Santa Fe, and San Juan counties. The Department's stated goals are 1) to maximize the effectiveness of current laws and practices, 2) identify areas of strength and areas that might need improvement, all in an effort to further reduce DWI death and injury in New Mexico.

The DWI Resource Center proposes to provide a comprehensive court monitoring program designed to provide NMDOT with a systematic analysis on case disposition and court performance. The Center's approach to court monitoring initially will be development of the on-line information collection system and simultaneously developing the court monitoring training curriculum. As the system and the curriculum are approved by NMDOT, the Center will begin recruiting, hiring and training the part-time contract employees to conduct court monitoring in the Metro, Municipal, magistrate and District courts located in the counties of Bernalillo, Dona Ana, McKinley, Rio Arriba, San Juan and Santa Fe. After the 2 day training, on court monitoring and the proper use of the information storage system, each court monitor will be responsible for obtaining court dockets, collecting detailed required case information, attending hearings, documenting proceedings and outcomes, complete case follow-up, data input, and provide weekly reports to the Project Manager. The Center specializes in DWI data analysis and statistical reporting and will develop an on-line data collection system to allow entry of court monitoring information into a secure central information storage system which will meet all storage, retention and security practices for sensitive data as well as any prescribed by NMDOT. Database fields will reflect the required information to capture which will be recorded by the monitors on the printed forms initially, then properly entered into the data collection system on a weekly basis. There will be a focus on case proceedings to include criminal procedure, current laws, convictions, dismissals, continuances and sanctions imposed.

The Center will incorporate a reporting tool which will allow NMDOT officials to run queries on available data. In addition, the DWI Resource Center's access to MVD's DWI Citation Tracking System will allow the Center to check DWI offender data from the court monitoring database to the CTS data. This will provide NMDOT with a more comprehensive analysis highlighting trends and identifying areas of strength as well as areas needing improvement. Any critical issues identified during the course of the court monitoring activities will be summarized and presented to NMDOT on no less than a weekly basis.

Objectives

- Develop the information storage system which will allow entry of court monitoring information into a secure centralized on-line database on a weekly basis, and create a query system allowing NMDOT to run database queries based on available data fields.
- Develop Court monitor curriculum (including instruction on proper use of the information storage system).
- Recruit, hire, train, and manage court monitors for monitoring multiple courts in Bernalillo, Dona Ana, McKinley, Rio Arriba, Santa Fe, and San Juan counties.
- Ensure that all court monitors receive mandatory training which includes, but is not limited to, understanding the criminal justice system in New Mexico, DWI criminal procedure, case tracking techniques, victim's rights, DWI sanctions, judicial standards, courtroom etiquette, and data entry protocols and proper utilization the information storage system.
- Monitor and observe a minimum of 250, maximum of 500 DWI court cases in the six counties, collect additional case data as necessary, and report such information to NMDOT on a monthly basis.
- Provide NMDOT with monthly feedback on the effectiveness of current impaired driving laws and court procedures, state law, and imposition of sanctions in each of the six counties through monthly court analysis and progress reports.
- Cross check the DWI court monitoring database against MVD's Citation Tracking System data as often as the updated CTS is available - for supplemental information regarding prior offenses or offender history.
- Conduct reviews of court monitors progress and activities on a weekly basis, and provide on-site visits semi-annually.
- Update and/or expand the Center's existing Court Monitoring Handbook as necessary to continue to serve as a resource guide for court monitors.
- Provide monthly financial reports to NMDOT, and meet quarterly with NMDOT or as needed.
- Provide ongoing education to court monitors and keep the information collection system updated and current, providing 24/7 support to all users.
- Provide monthly and an annual report to NMDOT containing summaries of available data, identified trends, best practices, strengths, recommendations for improvement and overall program evaluation.

Response to Mandatory Specifications

Company Experience

The DWI Resource Center is committed to reducing the social and economic impact of drunk driving in New Mexico through education, public awareness, prevention, and research. The Center serves as a central clearinghouse of DWI information and issues, providing community leaders with statistical information and analysis to assist them in creating localized plans to reduce DWI death and injury. Founded in 1992, the DWI Resource Center has spent more than two decades developing a multi-faceted approach to reducing impaired driving in New Mexico. The Center collaborates with treatment providers, youth organizations, businesses, community task forces, elected officials, courts, government agencies and the media to increase public awareness, develop prevention and training programs, and provide educational trainings and materials. The Center has a professional staff and contract employees with expertise in public relations, electronic media, data and statistical analysis, project management, program administration, and victim advocacy.

The Center's Executive Director, Linda Atkinson, has been actively involved in DWI court monitoring for nearly two decades. The Center was instrumental in bringing illegal sentencing practices to light in McKinley County, resulting in the "retirement" of a judge in Gallup.

In addition to significant court monitoring experience, the Center also specializes in DWI data analysis. In September 2002, the Center established the DWI Information Network and the Victim's Rights Education and Enforcement Project with support from a grant from the Office of Justice Programs, Bureau of Justice Assistance. The DWI Information Network was designed to assist key leaders in six New Mexico counties in creating, selecting, planning and conducting DWI prevention programs using data, research and analysis on impaired driving and crash information. The Center provided DWI planning councils, DWI coordinators, and other community leaders with county-specific impaired driving data, crash location information, best practices, the latest DWI research and analysis, and regional support for local media initiatives. The grant was expanded in November 2003 to target an additional nine counties. In total, the DWI Resource Center provided outreach services to Bernalillo, Chaves, Dona Ana, McKinley, Otero, Rio Arriba, San Juan, Santa Fe, Sandoval, Sierra, Socorro, Taos, Torrance and Valencia counties. The Victim's Rights Project evolved into one of the nation's first Victim's Rights Legal Clinics in 2004.

The DWI Resource Center also has extensive experience in DWI prevention program administration. In 2006, the Center received a contract from the New Mexico Department of Transportation's Traffic Safety Bureau to conduct non-traditional marketing activities as part of its NHTSA-funded *Impaired Driving Demonstration Grant* in Bernalillo, Dona Ana, McKinley, Rio Arriba and San Juan County, and the Navajo Nation. The Center hired several contract employees to carry out the tasks necessary for achieving the goals of non-traditional media outreach and community involvement. The Center utilized an on-line project management tool (Celoxis) to track and manage all activities related

to the project including the contract employees' work in the field. The ease of use for all contract employees and the program manager provided the ability to generate reports and proved to be invaluable in achieving detailed management and oversight at all stages of the project.

In March 2005, the Center also received a grant from the City of Albuquerque to help reduce DWI crashes by engaging local companies in creating Alcohol & Drug-Free Workplace policies and programs. The program is designed to address alcohol and drug abuse in small to mid-size businesses in specific industries identified as having the highest incidents of workplace substance abuse. As part of the Alcohol & Drug-Free Workplace Program, the Center provided Albuquerque businesses with a number of services, including risk assessment, policy development and review, employee education, supervisor training, employee DWI conviction screening, policy implementation and evaluation, and educational materials. In addition, the Center also provides resource information for local businesses on drug-testing facilities and employee assistance programs.

In 2011, the Center was contracted by the Lea County DWI Planning council to conduct a DWI Process assessment. The assessment included review and analysis of three years of Lea County DWI arrests including jurisdiction of cases, priors, missing disposition, adjudication outcomes as well as recidivism information. The assessment report was provided to the Council for a better understanding by all agencies and practitioners with the issues (based on the data and participant input) in adjudicating DWI cases and how to utilize best practices in their DWI prevention planning process.

Finally, the Center has provided statewide assistance to victims of drunk driving and other violent crimes through its Victims' Rights Project, which is dedicated to the education and enforcement of victims' rights in the criminal justice system. Through the Victims' Rights Project, the Center offers pro se forms for victims to assert their Constitutional rights in the criminal justice system. The Project provides advocacy services to crime victims; primarily how to navigate the criminal justice system. It also provides training on victims' rights to law enforcement agencies, prosecutors, the judiciary and partners with other victim advocacy organizations, legal professionals, and the Department of Corrections.

The DWI Resource Center has worked closely with both NMDOT and the Governor's office on DWI and victims' rights initiatives, as well as partnered with a variety of law enforcement, judicial and private organizations in each of the proposed target counties in efforts to reduce DWI death and injury in New Mexico. The DWI Resource Center is a 501(c)3 private, non-profit organization headquartered in Albuquerque, with a branch office in Las Cruces, New Mexico.

Since the Center's inception, it has managed every grant and contract awarded from the Department of Justice, New Mexico state agencies, private foundations and the City of Albuquerque very successfully by accomplishing all goals set forth in the grant or contract and all financial reporting was strictly and successfully adhered to.

Personnel Experience/Qualifications

The Center's Executive Director, Linda Atkinson (Resume attached Appendix A), has been actively involved in DWI court monitoring for over two decades. In 1988, as a volunteer, Atkinson was asked to provide data analysis on Bernalillo County Metropolitan Court by identifying judges who were not imposing the statutorily required mandated 48 hour jail sanction. Upon publication of the first analysis, Metro Court judges began consistently imposing the sanction. In keeping with the results of the later mentioned NHTSA studies, Atkinson noted that judges who were monitored or thought they were monitored were more likely to impose the mandatory jail sanction than those who were not monitored. In 1989, Governor Garrey Carruthers appointed Atkinson to a five year term on the Judicial Standards Commission as a public member. During her appointed term, Atkinson gained greater understanding and information on judicial functions and the Judicial Code of Conduct. In 1990 she served as a contract employee to the Department of Health to teach court monitoring skills to public health educators statewide while continuing to recruit, train and coordinate court monitoring volunteers from the general public.

In addition, Atkinson served as a field consultant to the Institute of Public Law in developing a court monitoring handbook. Since founding the DWI Resource Center in 1992, Atkinson has continued to run court monitoring programs in Metro, Municipal, Magistrate and District courts around the state. From 1998 to 2012, the Center partnered with the Central New Mexico's Community College (CNM) Service Learning Program. The Center provided students with educational opportunities and extensive training as court monitors which assisted them in gaining first-hand experience with criminal justice. Many went on to work in the criminal justice system. In addition, the Center hosted a variety of community forums to encourage both public participation in the criminal justice system, and to better disseminate DWI enforcement information. Several years ago, she was instrumental in bringing illegal sentencing practices to light in McKinley County, resulting in the "retirement" of a judge in Gallup.

In 1993, she developed and implemented a Court Assessment program for NM Municipal Courts and in 1994 released a study of the DWI case process in Metro Court, titled; *The Metro Court DWI Project* – which included data on DWI dismissals and missing case disposition information. She continues to provide technical assistance around the state to court monitoring programs, DWI victim impact panels, DWI prevention programs and relevant public policy development.

Grant administration and oversight will be conducted by the Center's Executive Director, Linda Atkinson, who will serve as Project Manager. As Project Manager, Ms. Atkinson will be the primary point of contact for interaction with NMDOT, and will be responsible for all financial reports as well as the monthly, quarterly and annual reports per contract requirements. The Project Manager will also have primary responsibility for development of the training curriculum, overseeing development of the on-line database information collection system, recruiting, hiring and training court monitors, ensuring quality field work, timely data entry of information, and ensuring the Center has adequate staff to support the program manager and other staff assigned to the project.

The Project Manager will provide NMDOT with monthly court monitoring reports, monthly financial reports, and annual reports for the duration of the grant life. Bookkeeping and financial accounting will be conducted by a contract employee bookkeeper and reviewed by a CPA, who will also be engaged to perform an annual audit of the Center.

Monthly data analysis reports will be created by the Center's data analysis specialists and additional data services will be provided by the Center's staff as needed.

Project Plan

The DWI Resource Center will implement a comprehensive court monitoring program consisting of five key components: 1) Curriculum development; 2) Data collection system created; 3) Personnel recruitment and training; 4) Court monitoring; 5) Data collection, analysis and feedback to NMDOT.

Curriculum Development

The Center will develop a new revised training curriculum based on the Center's current Court Monitor Handbook which has been utilized for training court monitors for many years. The curriculum will include clear goals, the content will include information on the NM judicial system, the DWI laws and sanctions, criminal court procedure, the process from arrest through adjudication, post sentencing actions, review DWI case flow in the different courts, how to access dockets and how to retrieve the required information, court decorum, how to properly utilize the data collection system developed by the Center. The curriculum will be interactive, including a live court monitoring experience and evaluation process to assess how well the trainees learned the content.

The Center will conduct an initial two-day training session for successful candidates. If qualified candidates have not been hired in all counties at the time of initial training, additional training sessions will be conducted as needed. Initial training based on the developed curriculum will consist of the following:

- Review of the court monitoring job description
- Proper Court decorum
- Overview of all agencies responsible for DWI enforcement
- Overview of New Mexico's court system
- The criminal court process and criminal procedure as it relates to DWI cases
- How to follow DWI cases through the criminal justice system (from arrest thru adjudication, including compliance with sanctions imposed)
- Thorough overview of sentencing/sanctions for each offense
- Understanding DWI laws in New Mexico
- Mandatory and discretionary DWI sentences/sanctions in New Mexico courts
- Communication protocols with the Center, law enforcement, prosecutors, defense counsel and court officials
- How to locate and capture all information required; defendant name, location of arrest, BAC, citation #, case #, arrest circumstances, arraignment information including court location and court date/s, name of the court, judge, prosecutor and defense counsel and sanctions imposed, continuances, dismissal, trials and plea agreements.
- How to utilize the mandatory court monitoring forms

- Live court monitoring session
- Debriefing of court monitoring session
- How to identify critical DWI court issues
- Overview of court monitoring information storage system
- Proper use of the data collection system
- Reporting requirements and protocols
- Field reviews and quarterly training dates, if needed
- Troubleshooting and problem solving in court monitoring

Training sessions will be conducted by Linda Atkinson, Executive Director of the Center who will be the Project Manager for this effort. In addition to an initial training session, the Center will conduct continuing education on a quarterly basis or as needed basis. Topics for additional court monitoring training may include victims' rights, understanding judicial standards, and DWI law enforcement in the field (PC, BACs, field sobriety tests, etc.), the first offender program and recognizing trends in sentencing and/or prosecution issues.

Information Collection System

The DWI Resource Center specializes in DWI data analysis and statistical reporting. Within the first two months of contract, the Center will create an on-line data collection system to allow real-time entry of court monitoring information into a secure database. The data base will include all the items listed in RFP II.B.2.

The Center will have the monitors collect the required data on the forms provided (Appendix D). Monitors will be responsible for gathering all the required case information and filling in the forms, then once a week they will enter the data from the forms into the developed on-line collection system no less than once weekly. Each month, the court monitor will transmit a copy of their forms as well as signify completion of entering the data into the on-line system. The Center will run queries and provide NMDOT with a written analysis of court monitoring data at the end of each month. Database fields will reflect the information collected on the forms used by the Center's court monitors in the field, and will capture all the required DWI case information. The database will be designed with full input from NMDOT to ensure compliance with NMDOT's data collection needs. In addition, the Center will create a reporting tool allowing NMDOT officials to run queries on available data. The Center has reviewed several on-line database systems (Zoho, Knack, and Kohezion) and believes one of these systems will be used in the development of the information collection system needed for this project. The system developed will include most if not all of the following elements: ability to customize; ease of use; security; ability to import from Excel; search and filter; provide on-line forms; user logins and permissions; display records with tables and calendars; easy workflow tools; create dashboards; create relationship between two forms and create reports.

An initial version of the system will be released to NMDOT for input, and revisions will be incorporated. Based on input, the Center will then release a second and final version for field use. In total, the on-line information collection system development is anticipated to take approximately two

months from start to finish. The Center will provide 24/7 support to the court monitors and NMDOT of the developed data collection storage system.

Personnel Recruitment and Training

Based on analysis of the six counties court locations and caseloads (attached as Appendix B), the Center estimates it will require; one part time contract employee to monitor the Santa Fe and Rio Arriba county courts, one part time contract employee to monitor the McKinley, one part time contract employee to monitor the San Juan county courts, one part time contract employee to monitor the Dona Ana county courts and one full time employee to monitor the Bernalillo county courts to fulfill the scope of this proposal. Court monitors will be supplemented with part-time volunteers on an as-needed basis, dependent upon program demands and expanding caseloads. It is expected the monitors will attend approximately 3% of the DWI case hearings in each county. These numbers include cases in the Metro, Municipal, Magistrate and District courts. The 3% breakdown (total = 267 cases) over a ten month period is as follows:

Bernalillo County – approximately 135 cases
Dona Ana County – approximately 45 cases
McKinley County – approximately 20 cases
Rio Arriba County – approximately 12 cases
San Juan County – approximately 25 cases
Santa Fe County – approximately 30 cases

The Center has been recruiting court monitors for more than a decade, and has found that candidates with some college education with strong oral and written communication skills have the greatest success in both court monitoring and related case research. In addition, candidates with some prior experience in the criminal justice system; the legal profession, social work, or related fields have proven more facile in navigating the often confusing criminal justice procedures, personnel, and information. As such, the Center makes the following recommendations for minimum candidate qualifications:

- Associates degree from an accredited community college, preferably in criminal justice, paralegal studies, law enforcement, or related field. Bachelors Degree preferred.
- Prior experience in law enforcement, traffic safety, public health or criminal justice is preferred but not required.
- Strong analytical skills and outstanding oral and written communication skills are required.
- Must be fluent in English, bi-lingual in Spanish is preferred.
- Candidates must own or have daily access to the Internet, must be proficient in Microsoft Word, and must be Internet-savvy. Prior knowledge of database applications is preferred but not required.

- Candidates must have a working vehicle, insurance, a valid driver's license, and no prior DWI arrests or convictions in any state.
- The DWI Resource Center is a drug-free workplace. Applicants who cannot pass a drug test need not apply.

Several years ago, through a contract with NMDOT, the Center had experience recruiting personnel in the six target counties and found that a combination of both traditional advertising and networking with community leaders was most successful in generating quality applicants.

To facilitate recruitment, the Center will place ads in the classified sections of the following newspapers:

County	Newspaper
Bernalillo	Albuquerque Journal Daily Lobo
Santa Fe	Santa Fe New Mexican Santa Fe Reporter
Rio Arriba	Rio Grande Sun Santa Fe New Mexican
McKinley	Gallup Independent
Dona Ana	Las Cruces Sun-News Las Cruces Bulletin
San Juan	The Daily Times

In addition, the Center will disseminate a complete job description (attached as Appendix C) to local DWI planning councils, community colleges and on Craig's List. Candidates from each county, meeting minimum qualifications will be interviewed by Ms. Atkinson. If requested, the Center will make final candidates in available to NMDOT for a second interview prior to hire.

Court Monitoring

Upon completing the mandatory initial training for court monitoring including proper use of the data collection system, court monitors will be responsible for obtaining dockets, attending court proceedings, gathering all required information, case tracking and data entry for DWI cases at Metro, Municipal, Magistrate, and District courts. Rotation between courts (within each county) will be dependent upon docket, scheduled hearings, and individual case information.

Court monitors will be provided with a comprehensive form (Appendix D) already developed by the Center, to assist in assuring all pertinent and critical data is captured. They will be responsible for

entering the information on the forms initially, then into the developed information storage system on a weekly basis. They will transmit copies of the filled in forms to the project manager on a monthly basis. Should the court monitor identify any critical issues or perceived problems with the application/enforcement of state law, the monitor will bring such issues to the immediate attention of the Project Manager. The Project Manager will then evaluate the information and determine whether such issues should be forwarded to NMDOT for immediate consideration or if additional research is needed before forwarding to NMDOT. The Center proposes that NMDOT appoint one individual from NMDOT to act as a point of contact for all communications.

Data Analysis

In addition to developing a secure online information collection system to the manage court monitoring information, the Center proposes to utilize the Motor Vehicle Division's DWI Citation Tracking System (CTS). CTS data is collected, updated and made available to the Center through UNM's Division of Government Research (DGR) (under a grant from NMDOT). DGR typically provides the Center with updated CTS data on a quarterly basis. As updates are provided, the Center will cross check data from the court monitoring database with the CTS database. The Center will provide NMDOT with written notification of any significant data anomalies identified. The Center will match court DWI offender data from the court monitoring database with CTS data for the purpose of identifying offender prior arrests, convictions, and sanctions. The Center has always and will continue to protect confidential information as it has consistently honored their confidentiality agreement with MVD and NMDOT in utilizing the CTS database.

Each month, the Center will provide NMDOT with a written analysis of court monitoring and CTS data (when available), highlighting trends, strengths and identifying areas for improvement. Such reports will include a synopsis of case data including but not limited to:

- Number of cases, judges, prosecutors, police agency and types of courts monitored
- Numbers and Types of court proceedings monitored
- Summary of arrest circumstances, including sat pats, checkpoints, events, etc.
- Summary of outcomes by conviction, dismissal and continuances
- Summary of reasons for dismissal and continuances
- Summary of trials and plea agreements
- Summary of sanctions imposed by judge
- Summary of mandatory sanctions, if applicable

In addition to providing monthly analysis and progress reports, the Center will also provide monthly financial reports and an annual report for each year of grant funding.

Milestone Chart

Milestone	Staff Responsible	Scheduled start	Actual Start	Scheduled Completion	Actual Completion	Sign off Date (NMDOT)
Curriculum Developed	Project Manager	Week 3		Week 8		
Develop On-Line Information Collection System	Project Manager & Contract employee	Week 1		Week 8		
Recruit/Hire Court Monitors	Project Manager	Week 9		Week 11		
Train Court Monitors	Project Manager	Week 12		Week 12 and ongoing as needed		
Monitor Courts Monitoring Forms data filled in	CM Contract employees	Week 13		Week 52		
Data Entered (from Forms) into On-line System	CM Contract employees	Week 14 (weekly)		Week 14 - Week 52		
Debriefing with monitors	Project Manager & Contract CM's	Week 14 (bi-monthly)		Week 14 - Week 52		
Monthly Data Analysis, Financial & Progress Reports	Program Manager & Bookkeeper, Analyst	Week 1 (Monthly)		Week 1 -52		
250 cases monitored	CM Contract employees	Week 13		Week 52		
Cross check CM database w/CTS	Program Manager	Week 14 (baseline)		Week 52 (quarterly)		
On-site with CM's(Semi-Annual)	Program Manager	Week 15		Week 52 (quarterly)		
Quarterly Mtg. w/NMDOT	Program Manager	Week 4		Week 52 (quarterly)		
Program Evaluation	Program Manager Contract Analyst	Week 1 (baseline)		Week 52 (monthly reviews)		

Customer Service and References

The DWI Resource Center's customer service policy and practices are twofold: 1) in order to serve victims, they are given priority, any messages received are returned within 24 hours, with the exception on week-ends those are to be returned Monday mornings, victims who become clients for legal advocacy purposes are contacted on a consistent basis to keep them informed on the status of their case as well as ensuring other appropriate support services are being provided through our referral system 2) grantor client calls and emails are to be answered and responded to within 48 hours. All reports are to be timely submitted and any budget discrepancies to be discussed and resolved within 30 days or sooner. Any electronic system provided to end users will be supported 24/7, if any issues arise, they are to be resolved with the shortest time frame possible – usually within 48-72 hours.

References of Agencies receiving our services:

National Crime Victim Law Institute (NCVLI)

Website: NCVLI.org

Contact Person: Meg Garvin, M.A., J.D. Executive Director & Clinical Professor of Law

Email: garvin@ldark.edu

Phone: 503.768.6953

Physical Address: 310 SW 4th Ave. Suite 540, Portland, OR 97204

Services Provided: Legal Representation to victims of violent crime and non-legal advocacy, Coordination of social service for victims, Educated the Legal profession, advocates, students, collaborate with other clinics and NCVLI, and Evaluation of the Project

Dates of Services Provided: October 2004 through March 30, 2011

New Mexico Crime Victims Reparations Commission (CVRC)

Website: CVRC.state.nm.us

Contact Person: Robin Brassie, Deputy Director

Email: Robin.Brassie@state.nm.us

Phone: (505) 222-6441

Physical Address: 6200 Uptown Blvd. Ste. 210 NE Albuquerque, New Mexico 87110

Services Provided: Victim services for DWI victims and then expanded to include victims of all violent crime in 2012. Services included, providing outreach, support group facilitation, victim impact panel participation, support services with other agencies, advocating for them in court, publishing and distributing a newsletter on DWI victim cases.

Dates of Services Provided: July 1, 1995 through June 30, 2013

Central New Mexico Community College (Service Learning)

Website: www.cnm.edu/servicelearning

Contact Person: Sharon Gordon-Moffett, Director of Service Learning Programs

Email: sgordon@cnm.edu

Phone: 505-224-3068

Physical Address: 525 Buena Vista Drive SE Albuquerque, New Mexico 87106

Services Provided: Recruit, train and coordinate service learning students (from various disciplines; paralegal, psychology, biology and English) in court monitoring of DWI cases in Metro and District Court, held weekly debriefing with students. Students also assisted the Center with providing a community forum semi-annually, which was a platform for community involvement in DWI and the Courts, with guest speakers such as judges, police officers and prosecutors.

Dates of Services Provided: September 1998 – July 2012

Evaluation Plan

In two separate studies, the National Highway Traffic Safety Administration (NHTSA) has determined that well organized court monitoring can affect case outcomes. In 1987, NHTSA published an *Assessment of Citizen Group Court Monitoring Programs* (DOT HS 807 113, March 1987) studying two citizen-based court monitoring programs in Oak Ridge, Tennessee, and Omaha, Nebraska. According to the report, the results in both cases showed that the presence of a court monitor led to somewhat stricter treatment of DWI offenders. In 1990, NHTSA published a second study of court monitoring, *Impact of Court Monitoring on DWI Adjudication* (DOT HS 807 678, Dec. 1990). The study, conducted on more than 9,000 cases in Maine, examined the difference between court dispositions (guilty, not guilty, and dismissed) and case outcomes (jail, fine and license suspension) between monitored cases and non-monitored cases. The results demonstrated that court monitoring is an effective tool in affecting the adjudication process. In the presence of court monitors the conviction rates of DWI offenders were higher and their case dismissal rates were lower than those of drivers not court-monitored. Furthermore, once convicted, the likelihood of a jail sentence was higher and the length of the jail sentence was longer for court-monitored DWI drivers than for non-monitored drivers.

The Center proposes to evaluate both the court monitoring program itself, and its effect on case outcomes. First, the Center will provide quantitative measurements of its activities, including but not limited to the number of cases monitored, number of hearings attended, the percentage of all DWI hearings in which a court monitor was present, and numbers of cases in which mandatory sanctions were not imposed, were mandatory sanctions completed, or statutorily illegal plea bargains occurred. Second, the Center will evaluate its effectiveness in working with judicial and law enforcement agencies to improve case outcomes by measuring increases and decreases in cases dismissed for police attendance, quality of testimony, and prosecutorial issues. Third, the Center proposes to measure quantitative changes in case outcomes, including increases or decreases in conviction rates, imposition of mandatory sanctions, as well as possible changes in case dispositions not being reported to the Motor Vehicle Department by the courts as required by law.

Cost Proposal

A.) PERSONNEL

Name/Position	Computation	Cost
Executive Director/ Project Manager Linda Atkinson	\$ 75,000 .90 FTE	67,500
Court Monitor/Project Assistant TBD	\$ 47,000 1 FTE	47,000
SUB-TOTAL		\$ 114,500

Narrative: The Project Manager will be the Center's executive Director, Linda Atkinson who will oversee the project, dedicating approximately 90% of her time to manage the project, provide curriculum development, oversee the on-line information collection system development, recruit, hire and train the court monitor contract employees, oversee the bookkeeper and data analyst contract employees and all personnel involved in the project. She will also oversee the financial accounting and reporting. The Court Monitor for Bernalillo County and will spend 100% of her time monitoring a minimum of 135 cases and provide assistance to the Project Manager.

B.) FRINGE BENEFITS

Fringe Benefit Description	Computation	Cost
FICA (Social Security & Medicare)	\$ 114,500 x 7.65%	8,759
Health Insurance	80% of annual premium of \$6000 X 2	9,600
SUB-TOTAL		\$ 18,359

PERSONNEL AND FRINGE BENEFITS \$ 132,859

C.) TRAVEL

Purpose of Travel	Location	Item (Miles)	Computation	Cost
In-State Travel - Program	Farmington	364 RT	Total Miles x .43	313
Manager to Farmington, Santa	Santa Fe	128	per miles x 2 trips	110
Fe, Espanola, Las Cruces,	Espanola	178		153
Gallup for on-site visits	Las Cruces	448		385
2 x annual	Gallup	282		243

Per Diem (+Meals)	Farmington Las Cruces		\$140 x 2 Cities x 2 trips	560
In-State – Program Manager to Santa Fe meetings w/NMDOT	Santa Fe	128 RT	Miles x .43 p.m. x 4	220
In-State Travel for hired 4 Court monitors to come to Albuquerque for 2 day training	Farmington Santa Fe Las Cruces Gallup	364 RT 128 448 282	Miles x .43 p.m.	157 55 193 121
Per Diem (+ meals)			\$140 x 4 Monitors x 2 days ea.	1,120
In-State Travel for hired 4 Court monitors to come to Albuquerque for semi-annual meetings (2 x annual)	Farmington, Santa Fe Las Cruces Gallup	364 RT 128 448 282	Miles x .43 p.m. x 2 trips	313 110 385 243
Per Diem (+ meals)			\$140 x 4 Monitors x 1 day ea.	560
Travel among courts in San Juan County	Farmington Aztec Bloomfield	200 approx.	Miles x .43 p.m.	86
Travel among courts on Santa Fe and Rio Arriba County	Tia Aramilla, Espanola, Chama	400 approx.		172
Travel among courts in Dona Ana County	Mesilla, Anthony, Hatch	250 approx.		108
TOTAL TRAVEL				\$ 5,607

D.) SUPPLIES

Supply Item	Computation	Cost
Office supplies such as paper, pens, toner, envelopes, postage, 1 desk, 2 chairs.	\$ 2,000 per year 100% for project	2,000
Printing - Training Materials, Forms,	Expected needs for printing educational	1,700

Reports	materials, reports, etc.	
Computers, Printers, Software	5 laptops @ \$400 w/ MS Office 1 desktop computers@ \$1000	2,000
	1 Printer @ 400	1,000
		400
TOTAL SUPPLIES		\$ 7,100

E.) CONTRACT EMPLOYEES

Contract Employees	Cost
Hire Court Monitors to court monitor District, Municipal and Magistrate courts in these counties – San Juan, McKinley, Dona Ana, Santa Fe and Rio Arriba Based on expected DWI caseload to monitor <u>Santa Fe County & Rio Arriba County Courts Court Monitor</u> - 20 hrs. per week @ \$40 per hr. x 44 weeks, court monitor, data entry, research cases and report.	35,200
<u>Dona Ana County Courts</u> - Court Monitor - 24 hrs. per week @ \$40 per hr. x 44 weeks court monitor, data entry, research cases and report.	42,240
<u>McKinley County Courts</u> - Court Monitor - 15 hrs. per week @ \$40 per hr. x 44 weeks court monitor, data entry, research cases and report.	26,400
<u>San Juan County Courts</u> - Court Monitor - 15 hrs. per week @ \$40 per hr. x 44 weeks court monitor, data entry, research cases and report.	26,400
Data Analyst, Thomas Beretich - \$70 per hr. work 60 hrs. per month x 12 months	50,400
Bookkeeper \$35 per hr. 15 hours per month x 12 months	6,300
CPA (annual audit of NMDOT funds)	2,000
TOTAL CONTRACT EMPLOYEES	\$188,940

F.) OTHER COSTS

Description	Computation	Cost
Insurance GL, non-owned Auto	\$500 per year	500
Cell and Landline phones, DSL, ISP at \$150 per month	\$250 per month x 12	3,000
On-line information collection system	\$ 425 per month x 12	5,100

Advertise for court monitors in local papers	Rates vary for ea. Local paper (approx.)	500
TOTAL		\$ 9,100

COST SUMMARY

BUDGET CATEGORY	AMOUNT
A. Personnel	\$ 114,500
B. Fringe Benefits	\$ 18,359
C. Travel	\$ 5,607
D. Supplies	\$ 7,100
E. Contract Employees	\$ 188,940
F. Other Costs	\$ 9,100
TOTAL Cost Proposal	\$ 343,606

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Prospective contractor" means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: _____ (Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.



Signature



Date

Executive Director
Title (Position)

NEW MEXICO EMPLOYEES HEALTH COVERAGE FORM

1. For all contracts solicited and awarded on or after January 1, 2008: If the Offeror has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Offeror must agree to:
 - (a) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2008 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed one million dollars or;
 - (b) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2009 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$500,000 dollars or
 - (c) have in place, and agree to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2010 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.
2. Offeror must agree to maintain a record of the number of employees who have (a) accepted health insurance; (b) decline health insurance due to other health insurance coverage already in place; or (c) decline health insurance for other reasons. These records are subject to review and audit by a representative of the state.
3. Offeror must agree to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information <http://insurenemexico.state.nm.us/>.
4. For Indefinite Quantity, Indefinite Delivery contracts (price agreements without specific limitations on quantity and providing for an indeterminate number of orders to be placed against it); these requirements shall apply the first day of the second month after the offeror reports combined sales (from state and, if applicable, from local public bodies if from a state price agreement) of \$250,000, \$500,000 or \$1,000,000.

Signature of Offeror: _____

Date 1.12.16

January 12, 2016

Re: RFP 16-29

Employee Pay Equity Reporting Requirements Statement

The DWI Resource Center is currently exempt from the Employee Pay Equity Reporting Requirements. The Center employs less than 10 employees and nor does it employ 8 or more employees in the same job classification.

If, in the future the Center is no longer exempt, it will comply with the Employee Pay Equity Reporting Initiative.

Linda L. Atkinson

Linda Atkinson, Executive Director, DWI Resource Center

Date: January 12, 2016

January 12, 2016

Re: RFP 16-29

Response to NMDOT Terms and Conditions

In response to RFP Section IV.C.1.e The DWI Resource Center agrees to NMDOT's Terms and Conditions as outlined in Appendix A – Contract for Federal Funding.

Offeror's Additional Term and Conditions

The Center (the Offeror) does not have additional terms and conditions.

Linda L. Atkinson

Linda Atkinson, Executive Director, DWI Resource Center

Date: January 12, 2016

APPENDIX A

Resume of Key Personnel

Linda L. Atkinson

14351 Camino del Rey NE Albuquerque, NM 87123 Phone (505) 301-6652 Latkinson505@gmail.com

Professional Experience

Co-Founder and Executive Director

1992 - Present

DWI Resource Center/NM Victim's Rights Legal Assistance Project

Report to and provide strategic leadership in collaboration with the Board of Directors. Lead, develop, and implement strategic, operating, and capital plans, in accordance with Board policies and direction and in support of the agency's mission. Monitor the Center's progress against programmatic, financial, and operational goals. Prepare, manage, monitor and evaluate operating budgets. Expand and manage ongoing external community relationships and serve as primary liaison with key stakeholders. Recruit, manage, evaluate and lead staff, contractors and volunteers. Develop and oversee office systems and procedures, including donor database management, grant writing, administration, and financial management and reporting. Research, develop and initiate programs and special projects:

- Lea County DWI Process Evaluation
- Victim's Rights Education and Enforcement Project
- DWI Workplace Education – Drug Free Workplace
- DWI Information Network
- DWI Court Monitoring Program
- DWI Victim Impact Panels
- Coordinate DWI Victim Support Groups
- DWI Non-Traditional Media Outreach in Five Counties
- Retailer's for Responsibility
- Community Conversations on DWI
- Teen Outreach – Preventing DWI and Alcohol Abuse
- DWI Research Speaker Series
- Neighborhood Traffic Safety Alliance

Traffic Safety Consultant

1989 - Current

New Mexico

- Researched and compiled a community profile of underage drinking in the Bernalillo County area
- Developed and implemented DWI Workplace Education Program for Bernalillo County
- Organized and executed the Metro Court Project, an evaluation and assessment of the Bernalillo Metro Court
- Developed a traffic injury review team pilot program in collaboration with three state agencies.
- Publicity coordination and community collaboration for Bernalillo County Sheriff's Dept., Safer Streets Project.
- Developed and distributed "Under 21" materials for prevention of underage drinking statewide
- Assessor with the Police Traffic Services Assessment Program.
- Coordinated Teen Traffic Safety Interns in Las Cruces, Farmington, Clovis, Valencia County, and Albuquerque. Projects developed included Teen Courts and a DWI Victim Impact panels.
- Developed and implemented a Court Assessment program for New Mexico Municipal/Metro Courts.
- Conducted 'how-to' victim impact panels and support group workshops for Navajo Nation Tribal Court.
- Organized and implemented Victim Impact Panels and DWI victim support groups for Albuquerque, Santa Fe, Las Cruces, and Valencia Co.
- Organized and assisted six New Mexico communities in DWI deterrence activities.
- Implemented a Federal Demonstration Grant to promote seatbelt usage among ages 15-24.
- Developed and implemented court monitoring workshops in ten communities.

Full-time Volunteer – MADD	1987 - 1989
Full-time Student – TVI (CNM)	1984 - 1987
Retail Grocery Business	1973 - 1983

Governor Appointments

- Ignition Interlock Task Force 2004
- Victim's Rights Alliance, 2005-07
- Liquor Control Task Force, 2005
- NAWHSL - National Association of Women Highway Safety Leaders, 1988-1996
- Judicial Standards Commission, 1989-1994.

Volunteer Activities

- NM Safe Driving Coalition
- Bernalillo County DWI Planning Council
- NM Coalition Against DWI and Alcohol Abuse
- Project Director - Metro DWI Action Team
- Public Policy Liaison for MADD
- Mayor's Commission on Alcohol and Drug Abuse
- Chair New Mexico MADD Chapters
- KOB Radio Community Advisory Board
- President Albuquerque Chapter MADD
- Public Policy Liaison - NM Alcohol Issues Consortium

Publications

- *Stop Drunk Driving in Your Community*, 1990
A Field Guide to Local Involvement in Resolving DWI Issues.
- Published in the Albuquerque Journal, Tribune, various magazines, newspapers in NM
- *Handbook to Effective DWI Court Monitoring*

Professional Certifications and Education

- | | |
|--|------|
| • Institute for Integrative Nutrition
<i>Certified Integrative Health Coach</i> | 2014 |
| • IC3 Digital Literacy via Certiport | 2014 |
| • Victims Assistance Institute - National Victim Center/MADD | 1998 |
| • Network of Employers for Traffic Safety - Management Seminar | 1999 |
| • Alcohol Highway Safety Workshop – NHTSA | 1996 |
| • NFP(Not for Profit), Grant Writing, University of New Mexico | 1997 |
| • NFP, How to Deliver Quality Programs/Services, University of New Mexico | 1997 |
| • NFP, Supervisory Skills, University of New Mexico | 1997 |
| • Central New Mexico Community College
<i>Computer Programming with Business Applications</i> | 1986 |

Thomas M. Beretich, BSEE, MBA

747 Sligo Rd
North Yarmouth, ME 04097

207-807-2104

tommacher@yahoo.com

Qualifications

Fluent in English, Italian, Croatian, and French. Conversant in Spanish. Good knowledge of German and Portuguese. International experience in challenging business environments. Experienced with the patent application process in the United States, Europe, Eurasia, Australia, New Zealand, Japan, China, Singapore, Israel and Indonesia. Leadership skills demonstrated in working with colleagues from different backgrounds and skill levels. Strong written and public speaking skills with published articles and presentations in the medical and criminal justice fields. Experienced with web app building tools and languages including Ruby, PHP, HTML, Javascript, CSS and MYSQL. Experience in building and deploying web-based applications and intelligent systems to automate or simplify decision making. Educated and experienced in use of managerial science practices such as JIT, Forecasting, Probability Theory and Linear Programming.

Summary of Expertise

Innovative, Internationally-focused, Business Developer and Strategist, Marketer, and Decision-Systems and Process designer, with strong management and quantitative skills, offers a proven record of growing company talent and building 360° business execution systems to strategically reach aggressive corporate benchmarks. Unique experience with start-ups and business development in the newly open eastern european economies during the nineties. Strong understanding of intellectual assets management and development. Over 20 years experience in the insurance, automobile and non-profit sectors, building and using decision systems and reporting platforms in the marketing, finance, product development and inventory control areas. Proven ability at leading and motivating teams of greatly differing backgrounds and skill levels in order to reach business goals. Successful at executing marketing programs and at implementing knowledge-based tools resulting in impressive and quantifiable revenue increases and cost savings in start-ups, small businesses and a fortune 100 P&C insurance company. Highly qualified and published scientific researcher and inventor.

Key Areas of Knowledge

INTELLECTUAL PROPERTY
STRATEGIC PLANNING & IMPLEMENTATION
NEW BUSINESS DEVELOPMENT
INNOVATION MANAGEMENT
PROJECT MANAGEMENT

MATHEMATICAL MODELING
MATCHING / DE-DUPING ALGORITHMS
ROE, P/L ANALYSIS & MODELING
INTERNATIONAL BUSINESS
CROSS-SELL & RETENTION

Professional Experience

DWI Resource Center, Inc.

Albuquerque, New Mexico

Non-profit organization committed to reducing the social and economic impact of drunk driving in New Mexico through education, public awareness, prevention and research.

CHIEF ANALYST AND PROJECT LEADER

2007–2012*

U.S. Department of Justice Office of Community Oriented Policing Services (COPS), Cooperative Agreement #2007-CK-WX-K013 – ODRA (Operational Deployment and Reporting Application)

Wrote and was awarded grant for the development of a highly sophisticated, web-based application used to highlight high crash risk intersections by both time and location. Managed team members in successfully reaching grant objectives and delivering web-based application on time and with more

features than required in original grant specifications. Liaised with law enforcement (NM State Patrol, Bernalillo County Sheriffs Department, etc.) in ongoing development of application features and design. Wrote user manuals and trained colleagues in use of application. Wrote and submitted quarterly reports for Department of Justice – COPS office liaison. Developed website application using HTML/Javascript/PHP and MySQL programming languages.

Invited as panel member to present design theories, analysis and application features (“Measuring and Mapping the ‘Return’ on DWI Arrests”, “Delivering on Demand Actionable, Geospatial and Temporal Analytics to Law Enforcement”) to the Tenth Crime Mapping Research Conference, New Orleans 2009.

*Since March 2011 working on a volunteer basis.

OUTREACH COORDINATOR /ANALYTICS DESIGNER

2005-2007

New Mexico Department of Transportation /National Highway Traffic Safety Administration Five-County Impaired Driving Demonstration Project

Researched and developed partnerships with alcohol serving establishments to educate customers about the dangers and costs of driving while intoxicated. Designed marketing copy and researched distribution channels for messaging designed to appeal to different segments of the population where over-consumption risks were high. Presented localized analysis to numerous neighborhood organizations and successfully enlisted their involvement in delivering marketing materials to neighborhood businesses and schools. Presented on several occasions at Alcohol and Gaming hearings on behalf of neighborhoods, successfully blocking the establishment of new night clubs, cabarets and bars in problem areas. Interviewed numerous times by local media including Univision in Spanish on the use of analytical maps for targeted drunk driving patrols by law enforcement. Developed and built relationships with law enforcement agencies to raise awareness of heightened arrest risk for drunk drivers. Used geospatial and socio-economic variables to target at risk populations for increased alcohol involved crashes. Designed highly successful and intuitive analytical tool for law enforcement, resulting in dramatically increased arrest volumes. Developed ad hoc patrol maps for law enforcement agencies to more efficiently combat drunk driving. Invited as a panel member to present mapping techniques (“Data Visualization-Based Inference of Time-Based Drunk Driver-Preferred Driving Routes”) to the Ninth Crime Mapping Research Conference, Pittsburgh, 2007.

B.I. LABORATORIES L.L.C.

Albuquerque, New Mexico

Start-up company specializing in data mining, data hygiene, statistical modeling, targeted customer lists and data optimization.

CONSULTANT / PRINCIPAL

2004 - 2005

Client 1: Small agency technology start-up. Re-created, through the use of sophisticated scoring and statistical modeling practices, missing data. Used transactional data from customer interactions to rank prospects from a salability and approachability viewpoint. Successfully built, quality-assessed and deployed tools for creating Marketing Campaigns and for updating contact software (Goldmine) with results from telemarketing. Documented processes and trained users.

Client 2: Large insurance carrier. Developed programs that match, de-dupe and integrate customers and prospects from separate, non-integrated marketing lists. Delivered user-ready analysis and business demographics cubes and performance measurement platform. Developed optimization algorithms to continuously enhance customer likelihood to sell, approachability and likelihood to cancel scores as campaign results were refreshed.

HARTFORD INSURANCE GROUP (HIG)

Hartford, Connecticut

Fortune 100 insurer with over \$15 Billion in annual premiums. Operates in the Commercial, Personal and Life insurance industry as well as the financial investments industry –20,000+ employees.

HIG - owned investment entity making equity stakes in technology companies and investing in the development and deployment of technological innovations used to create greater efficiencies in the insurance industry. Operating out of Farmington, CT with regional call-center offices –200 employees.

Managed inventory of innovation projects, including prioritization and needs assessment. Redeployed resources and managed milestones schedule for competing projects based on corporate customer needs and budgeting. Developed and managed team effort for Commercial Insurance Lead delivery system, including campaign organization and scheduling, reporting, database design and results feedback. Successfully deployed to the field with minimal user issues reported.

Designed and built customer intelligence platform including analytics and reporting programs for new business, cross-sell, retention and automated underwriting.

Designed and built knowledge component for highly tactical field tool for emergency retention actions and JIT cross-sell execution. Sophisticated development of algorithms to feed actionable items in real time to field reps during visits to agencies. Currently being tested in regional office.

CAMPAIGN MARKETING MANAGER / DATABASE MARKETING MANAGER

2001-2003

Completed book valuation of Cross-Sell Opportunities for entire commercial lines Customer Base. Implemented and taught Cohort Analyses Reporting to measure campaign effectiveness. Created Scoring Algorithms to enable highly targeted approach to profitable customer segments which were later used to increase personal lines insurance premiums by \$20 million annually. Initiated use of data mining principles and methodologies (association rules, classification, statistical modeling) to create highly efficient algorithms to take advantage of untapped cross-sell potential.

Managed team to successfully audit and identify data integrity issues in new OLAP Data Warehouse environment. Made recommendations for database schema changes to architecture team.

Reviewed, redesigned and translated reports from legacy systems to new Siebel based platform. Implemented and used Siebel 7.0 Campaign Management and Analytics Software integrated with Siebel Call Center application to execute and measure marketing campaigns' effectiveness.

STRATEGIC TARGET MARKETS PROGRAM MANAGER – Small Commercial Insurance 2000-2001

Hartford Commercial Small Business manages underwriting, marketing and sales for small businesses with less than 50 employees. Due to large market potential –10+ million businesses, Hartford Commercial Small Business segment invests heavily in automation technology. Hartford, CT – 400+ employees.

Provided focus and leadership to a newly created functional area, designed to establish a strategic industry advantage with regards to future product development. Served as the Marketing Strategist on cross-functional teams which included representatives from virtually every functional area of the corporation: underwriting, operations, claims, sales, customer service and field operations. Created a Strategic Market Development Process for identifying target markets and developing their customized products.

Developed "market maps" to analyze business verticals and better pinpoint product development, pricing and profitability issues.

Designed and produced Market Segment Report Package Platform, which allows managers to continuously track their target segments in terms of results and changes in market potential.

THE NEW PIZZA HOUSE

Wilmington, North Carolina

GENERAL MANAGER

1999-2000

Purchased, expanded and managed a high volume, take-out restaurant in a competitive suburban market serving an area with a large university-based clientele. Established a successful direct marketing program which smoothed revenue across calendar year. Computerized and automated the business in all functional areas.

ABI S.P.A.

Croatia & Italy

Family-owned enterprise operating in Croatia and Italy consisting of automobile dealerships and related automobile repair and rental services, small utility truck manufacturing and real estate investment – 200+ employees.

MANAGER

1992-1999

Managed with outside consultants, the diversification and restructuring (including asset and debt balancing) of a large automobile retail group which served three countries in Europe (annual sales up to \$30 million),.

Developed and executed a strategic plan which grew existing lines of business while also developing new, profitable areas of the business. Analyzed all business operations and restructured them to re-allocate unutilized resources and revamp or eliminate previously unprofitable areas. Increased annual sales in one specific area by 500% (\$150,000 to \$750,000 in US equivalent dollars). Led a \$2 million design /development effort to produce a proprietary truck.

Led a group of three other entrepreneurs to create and manage highly successful multi-line automobile agency, which was among the first newly-privatized commercial enterprises in Croatia. Negotiated with suppliers; Selected, trained and developed staff.

Obtained concession from a major international automobile manufacturer, for product line exclusivity in a defined geographic area and developed dealership into the #1 automobile reseller of its brand in Croatia.

BUSINESS ANALYST

1988-1990

Created automated inventory ordering system, greatly increasing turnover ratios and reducing expense, saved \$1 million in interest, shrinkage & repair costs annually.

Analyzed profit-loss situation for profit-centers and made recommendations for cost reductions and revenue enhancements.

Education

UNIVERSITY OF MAINE SCHOOL OF LAW/USM SCHOOL OF PUBLIC HEALTH, Portland, ME, 2012-2015.

Joint degree student in Law and Public Health. French Translator/Interpreter for the Refugee and Human Rights Clinic. International Association of Privacy Professionals – CIPP/Foundations, CIPP/US, CIPM certified.

TULANE UNIVERSITY, New Orleans, Louisiana, 1992.

MBA in Operations, Finance and International Business. Class President. Freeman Scholarship. Chosen student of the year by peers. Summer MBA School at HEC – Paris. Summer Internship, Prague – Czechoslovakian Management Center. Co-wrote business plan for new management center. Research - Arch G. Woodside, Thomas M. Beretich, and Marc A. Lauricella (1993), "A Meta-Analysis of Effect Sizes Based on Direct Marketing Campaigns," *Journal of Direct Marketing*, 7 (2), 19-33.

NORTH CAROLINA STATE UNIVERSITY, Raleigh, NC, 1988.

B.S. in Electrical Engineering, Minor in French Language and Literature, Minor in Italian Language and Literature. Honors Calculus. University-hired tutor in French, Physics. Physics Teaching Assistant. Study Abroad: 1984-1985 Istituto Tecnico Arturo Malignani – Electronics and Electric Theory, 1986 Summer - Amboise and Vichy, France – French Language and Literature.

Publications/Presentations

Explaining multiple sclerosis prevalence by ultraviolet exposure: a geospatial analysis.
Multiple Sclerosis, August 2009, 15: 891-898, doi:10.1177/1352458509105579

Measuring and Mapping the “Return” on DWI Arrests.
NIJ - Tenth Crime Mapping Research Conference, New Orleans 2009.

Delivering on Demand Actionable, Geospatial and Temporal Analytics to Law Enforcement.
NIJ - Tenth Crime Mapping Research Conference, New Orleans 2009.

Police Enforcement Strategies to Prevent Crime in Hot Spot Areas.
Anthony Braga, Ph.D.
Crime Prevention Research Review, No.2
Cover crime-mapping illustration by Thomas Beretich.
Copyright 2008, DWI Resource Center, Inc.

Mapping Programs Target Alcohol-Impaired Driving.
Tom Beretich
Geography & Public Safety, Volume 1 Issue 2, July 2008

Bernalillo County DWI Crash Maps
Lifesavers 2008, The National Conference on Highway Safety
Portland, Oregon

New Mexico County DWI Crash Maps.
http://www.dwiresourcecenter.org/datacenter/maps_crashmaps.shtml

Data Visualization-Based Inference of Time-Based Drunk Driver-Preferred Driving Routes.
NIJ - Ninth Crime Mapping Research Conference, Pittsburgh, 2007.

A meta-analysis of effect sizes based on direct marketing campaigns.
Arch G. Woodside, Thomas M. Beretich and Marc A. Lauricella
Journal of Direct Marketing, Volume 7, Issue 2, 1993, Pages 19-33.

APPENDIX B

Courts by County

Description

In determining the time and personnel needed to adequately fulfill the scope of work proposed, the Center considered the number of courts, location, case load and judges in each county. A synopsis of this research is contained below:

County	Metro Courts	Municipal Courts	Magistrate Courts	District Courts
Bernalillo	• 16 Criminal Approx. 4,000 DWI cases annually	Los Ranchos (<i>does not handle DWI cases</i>)	N/A	2 nd Judicial Approx. 500 Felony DWI cases annually & 120 appeals
Santa Fe	N/A	Santa Fe	Santa Fe Approx. 845 DWI cases annually Pojoaque included	1 st Judicial Approx. 100 Felony DWI cases annually
Rio Arriba	N/A	Espanola Chama	Espanola Approx. 295 DWI cases annually Chama included	1 st Judicial Approx. 55 Felony DWI cases annually
Dona Ana	N/A	Las Cruces Approx. Mesilla Sunland Park	Las Cruces Approx. 1260 DWI cases annually Anthony & Hatch Included	3 rd Judicial Approx. 195 Felony DWI cases annually
McKinley	N/A	Gallup	Gallup Approx. 535 DWI cases annually Thoreau included	11 th Judicial Approx. 75 Felony DWI cases annually
San Juan	N/A	Aztec Bloomfield Farmington	Aztec Approx. 540 DWI cases annually Farmington included	11 th Judicial Approx. 254 Felony DWI cases annually

APPENDIX C

Court Monitor Job Description

Description

The DWI Resource Center has received a contract from the New Mexico Department of Transportation to provide court monitoring and observation of impaired driving (DWI) cases adjudicated in Bernalillo, Dona Ana, Rio Arriba, McKinley, Santa Fe, and San Juan counties. The goal of the court monitoring project is to provide feedback to the Department regarding the status and effectiveness of current laws and court procedures. The Center seeks one qualified candidate in each county for the position of local Court Monitor. Qualified candidates should submit a resume, cover letter and list of professional references by mail or email. Mailed applications should be addressed to DWI Resource Center, P.O. Box 30514, Albuquerque, NM 87190. Emailed applications may be sent to jobs@dwiresourcecenter.org.

Salary & Position

This position is considered part-time contractual without benefits. Contracts will be reviewed and renewed annually. Contract renewal is dependent on job performance and NMDOT funding. Compensation is \$20 hourly.

Responsibilities

- Obtain daily court dockets and attend DWI hearings at Metro, Municipal, Magistrate and District courts as directed.
- Document case proceedings and record disposition.
- Obtain additional information regarding docketed cases as necessary, including arrest report, and track DWI cases through entire court process.
- Meet with judges, prosecutors and attorneys as appropriate to obtain required information.
- Enter court data into web-based data management system, and provide weekly summaries to Project Manager.
- Attend mandatory training on court monitoring, data collection and use of the web-based monitoring information storage system.
- Attend quarterly meetings as requested

Minimum Qualifications:

- Associates degree from an accredited community college, preferably in criminology, paralegal studies, law enforcement, or related field. Bachelors Degree preferred.
- Prior experience in law enforcement, traffic safety, public health or the judiciary is preferred but not required.
- Strong analytical skills and outstanding oral and written communication skills are required.
- Must be fluent in English, bi-lingual in Spanish is preferred.
- Candidates must own or have daily access to a secure Internet-connected computer, must be proficient in Microsoft Word, and must be Internet-savvy. Prior knowledge of database applications is preferred but not required.
- Candidates must have a working vehicle, a valid driver's license, and no prior DWI arrests or convictions in any state.
- The DWI Resource Center is a drug-free workplace. Applicants who cannot pass a drug test need not apply.

Appendix D

Sample Court Monitoring Form

DWIRC Court Monitoring Form

Monitor

Contract employee ☐ Volunteer ☐ Student ☐ Other ☐

Monitor Name: _____ County: _____

Docket Info

Date: _____ Start Time: _____ End Time: _____ Court: _____

Courtroom # _____ Judge _____

Arresting Agency: _____ Citation # _____ Court Case# _____

Defendant Name: _____ A.K.A _____

Arrest Location: _____

Arrest Details: _____

DOB _____ Male ☐ Female ☐ Charges: _____

B.A.C. _____ Refusal? YES ☐ NO ☐ Prior Offenses? YES ☐ NO ☐

Prosecutor _____ Def. Atty _____

Type of Hearing: Arraignment ☐ Bond ☐ Pre Trial ☐ Jury Trial ☐ Bench Trial ☐ Sentencing ☐

Was the case continued? Yes ☐ No ☐ If yes, why? _____

Was it dismissed? Yes ☐ No ☐ If yes, why? _____

If a trial, was the defendant found guilty? YES ☐ NO ☐

Did the defendant accept a plea? YES ☐ NO ☐ If yes, details: _____

Personal Observations: _____

Were mandatory sanctions imposed for convicted offense? YES ☐ NO ☐

Ignition Interlock: YES ☐ NO ☐ Jail Time YES ☐ NO ☐ Amount: _____

Fine: YES ☐ NO ☐ Amount: \$ _____ License Revoked? YES ☐ NO ☐ Amount: _____

DWI School? Yes ☐ No ☐ Community Service? YES ☐ NO ☐ Amount: _____

Alcohol Screening/Treatment: YES ☐ NO ☐ Type of treatment: _____

Sentencing

Efficiency

Other: _____

Was any portion of the sentence deferred? Yes ☐ No ☐ If yes, explain: _____

Did the proceedings begin on time? Yes ☐ No ☐ If no, please explain: _____

Where any of the proceedings conducted in the judge's chambers? Yes ☐ No ☐ If yes, explain: _____

Evidence Issues:

Was the arresting officer present? Yes ☐ No ☐

Was the prosecutor prepared to proceed? Yes ☐ No ☐

Other prosecutorial issues? If yes, explain: _____

Was the defense attorney prepared to proceed? Yes ☐ No ☐

Observations

Did the judge:

Acknowledge your presence in the courtroom? Yes ☐ No ☐

Explain what is about to happen? Yes ☐ No ☐ Maintain control of his/her courtroom? Yes ☐ No ☐

Provide equal time to both sides? Yes ☐ No ☐ Show any personal biases? Yes ☐ No ☐

Could you hear at all times? Yes ☐ No ☐ Was the media present? Yes ☐ No ☐

Please rate the following from (1) Low performance to (5) High Performance

Listen well _____

Show respect for all parties _____

Appear patient and considerate _____

Appear informed about the case _____

Accommodate language barriers _____

Accommodate physical, emotional or mental barriers _____

Personal Observations: _____

Was the victim present? Yes ☐ No ☐

Did the judge address the Victim(s) at the time of sentencing? Yes ☐ No ☐

Did the judge acknowledge the victim/s and thank them for coming forward? Yes ☐ No ☐

Did the judge allow the Victim and/or the Victim's Family members to speak at the time of sentencing?
Yes ☐ No ☐

DWI OFFENSE	JAIL	FINES	OTHER	AGGRAVATED DWI
1st Misdemeanor 66-8-102E	Maximum: 90 days Mandatory: 48 hours if offender fails to comply with any condition of probation.	<ul style="list-style-type: none"> Maximum fine: \$500 License fee: \$100 Crime lab fee: \$65 Community fee: \$75 Interlock license fee: <ul style="list-style-type: none"> Alcohol screening: \$100-200 DWI school: up to \$150 Ignition interlock fee: \$960/year or more Corrections fee: \$20 	Mandatory: <ul style="list-style-type: none"> Alcohol Screening DWI school Community service, 24-48 hrs Ignition Interlock installed for 1 year Court discretion: <ul style="list-style-type: none"> Treatment Probation, up to 1 year 	Mandatory: Jail: Additional 48 hours jail if convicted of aggravated DWI
2nd Misdemeanor 66-8-102F	Maximum: 364 days Mandatory: 96 hours Also mandatory extra 7 days if offender fails to comply with sentence	Maximum fine: \$1,000 Mandatory fine: \$500 All other costs and fees same as first offense	Mandatory: <ul style="list-style-type: none"> Alcohol Screening Alcohol Treatment Community service, 48 hrs Ignition interlock installed for 2 years Albuquerque, Dona Ana County, Las Cruces: Forfeiture of vehicle in civil action Court discretion: Probation, up to 5 years	Mandatory: Additional 96 hours jail if convicted of aggravated DWI
3rd Misdemeanor 66-8-102F	Maximum: 364 days Mandatory: 30 days Also mandatory 60 days if offender fails to comply with sentence	Maximum fine: \$1,000 Mandatory fine: \$750 All other costs and fees same as first offense	Mandatory: <ul style="list-style-type: none"> Alcohol Screening Alcohol Treatment Community service, 96 hrs Ignition interlock installed for 3 years Albuquerque, Dona Ana County, Las Cruces: Forfeiture of vehicle in civil action Court discretion: Probation, up to 5 years	Mandatory: Additional 60 days jail if convicted of aggravated DWI
4th 4th Degree Felony 66-8-102G	Maximum: 18 months Mandatory: 6 months	Maximum fine: \$5,000	Mandatory: <ul style="list-style-type: none"> Alcohol Screening Alcohol Treatment Ignition interlock for the remainder of the offender's life. Offender may apply to district court every five years for removal of the interlock Albuquerque, Dona Ana County, Las Cruces: Forfeiture of vehicle in civil action	

CITY OF ALBUQUERQUE

Albuquerque Police Department



Gorden E. Eden, Jr., Chief of Police



January 4, 2016

New Mexico Department of Transportation
1120 Cerrillos Rd. Room #103
Santa Fe, New Mexico 87504

Re: Letter of Support of the DWI Resource Center's Proposal for Court Monitoring Services (RFP 16-29)

To Whom It May Concern,

On behalf of the Albuquerque Police Department, I would like to express my support of the DWI Resource Center's proposal for Court Monitoring Services to the New Mexico Department of Transportation (RFP 16-29). Based on the Resource Center's history of monitoring the courts in New Mexico and in particular Metro Court, I am confident the outcome will result in positive change for the DWI case adjudication process and ultimately reduce DWI death and injury. The DWI Resource Center's clear understanding of the DWI laws as well as court rules and procedures will be most beneficial in achieving the NM DOT's goals of highlighting the adjudication and sentencing practices of New Mexico courts. This will maximize the effectiveness of current laws and practices. It will also identify areas of strength and areas that may need improving to further reduce motor vehicle related death and injury.

The Albuquerque Police Department and the DWI Resource Center have worked together over the years to reduce DWI death and injury in Albuquerque through a variety of initiatives. APD used the Center's web-based application (the Operational Deployment and Reporting Application (ODRA)) in planning DWI enforcement activities. APD used the application to identify high crash risk intersections (based on predictive policing methods) for use in DWI enforcement efforts. We also worked with the center on a data integrity project, cross matching APD records with information contained in the Motor Vehicle Division's DWI Citation Tracking System (CTS) to find and correct areas of discrepancy. APD has great confidence in the Center's capabilities and are pleased to write this letter in support of their court monitoring proposal to NM DOT.

400 Roma NW

Albuquerque


New Mexico 87102

www.cabq.gov

The Center has always conducted their court monitoring professionally and ethically, with positive results. The Center established good communication protocols with the agencies involved in DWI case adjudication; APD, the Sheriff's Office, the NMSP, the judges, and the prosecutors. This helps everyone understand the strengths observed as well as areas that need improvement in the adjudication of DWI cases.

We support the continued efforts of the DWI Resource Center to work with law enforcement and policy makers to reduce DWI death and injury in our community and I hope you will seriously consider both the merits of the center's proposal and the long term application of this research in our community.

Sincerely,


GORDEN EDEN
Chief of Police

Steven Flint

9180 Coors Blvd NW Apt 1012
Albuquerque NM 87120
(505) 897-2235

January 1, 2016

New Mexico Department of Transportation
1120 Cerrillos Rd. Room #103
Santa Fe, New Mexico 87504

**Re: Letter of Support for the DWI Resource Center's Proposal for Court Monitoring Services
(RFP 16-29)**

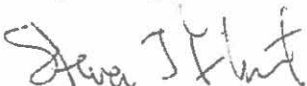
To Whom It May Concern:

As a longtime advocate against DWI death and injury in New Mexico; longtime researcher on injury prevention issues, activist volunteer for not-for-profit injury prevention organizations including MADD, the DWI Resource Center, the New Mexico Trauma Society, and the Brain Injury Alliance; member of numerous state and federal committees to reduce DWI; and a former longtime state official working to reduce highway death and injury, I strongly support the DWI Resource Center's proposal to conduct Court Monitoring Services to the New Mexico Department of Transportation (RFP 16-29). From my in-depth experience with New Mexico judicial systems and my familiarity with the DWI Resource Center's decades of history at monitoring the courts in New Mexico, the Center brings unique systems insights and data analysis expertise to the task of reviewing and documenting the DWI adjudication processes, policies, and records, with a goal of reducing DWI death and injury. The Center's strong knowledge of DWI statutes, case law, prosecutorial practice, and court rules and procedures will be of great service for achieving the NM DOT's goals of highlighting opportunities to improve adjudication and sentencing practices of New Mexico courts so that our laws better serve New Mexicans.

Professionalism, ethics, and effectiveness are hallmarks of the Center's services, and its values and systems approach to relationships with executive, judicial, and legislative entities has always added great value to the conduct and outcome of its court monitoring activities. The Center has long-established, good communication protocols with the agencies involved in DWI case adjudication: law enforcement, the Sheriff's Office, the NMSP, judges, and the prosecutors. This helps everyone understand the systems' strengths as well as opportunities for improvement in the adjudication of DWI cases.

I strongly support the continued efforts of the DWI Resource Center to work with courts, prevention programs, and policy makers to reduce DWI death and injury in New Mexico. I urge your support for the Center's Proposal and its long term application of this research in our community.

Respectfully,



Steven J. Flint



BEHAVIORAL HEALTH RESEARCH CENTER OF THE SOUTHWEST

January 11, 2016

New Mexico Department of Transportation
1120 Cerrillos Rd. Room #103
Santa Fe, New Mexico 87504

Re: Letter of Support of the DWI Resource Center's Proposal for Court Monitoring Services (RFP 16-29)

To Whom It May Concern,

I would like to express my support of the DWI Resource Center's proposal for Court Monitoring Services to the New Mexico Department of Transportation (RFP 16-29). Based on my knowledge of the Resource Center's history of monitoring the courts in New Mexico, I am confident that should they be awarded the contract, their work will be of highest quality and will positively influence the DWI adjudication policies and processes, ultimately reducing DWI death and injury. The Center staff's clear understanding of the DWI laws and court rules and procedures will be most beneficial in achieving the NM DOT's goals of "highlighting the adjudication and sentencing practices of New Mexico courts to maximize the effectiveness of current laws and practices." In addition, their work will undoubtedly identify areas of strength and areas needing improvement, to further reduce motor vehicle related death and injury.

I have worked with the DWI Resource Center over the years on a variety of initiatives to reduce DWI death and injury in New Mexico. We collaboratively, worked on a research speaker series where we brought in nationally renowned researchers on a variety of DWI topics including; ignition interlock, server training, cost of DWI, what works to reduce DWI, alcohol taxes and advertising. We also have served on several task forces together. Through my work at the Pacific Institute for Research and Evaluation (PIRE), I have provided the Center with our evaluation services and they have provided us with invaluable insight into issues within the criminal justice system from their court monitoring efforts.

The Center has always conducted their court monitoring professionally and ethically, with positive results. The Center established good communication protocols with the agencies involved in DWI case adjudication; APD, the Sheriff's Office, the NMSP, the judges, and the prosecutors. This helps everyone understand the strengths as well as areas that need improvement in the adjudication of DWI cases.

I support the continued efforts of the DWI Resource Center to work with our agency and policy makers to reduce DWI death and injury in our community and I hope you will

seriously consider both the merits of the center's proposal and the long term application of this research in our community.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sandra Lapham M.D.", written in dark ink.

Sandra Lapham, M.D., M.P.H.
Senior Scientist
PIRE